

# Teacher Gift Tracker and Parent Messages

Track gift ideas, parent contributions, deadlines, and thank-you notes without a messy group text.

## Gift planning basics

- Set the total budget before choosing the gift.
- Offer a contribution amount but make it optional.
- Keep parent participation private when possible.
- Include a card or note from students if appropriate.

## Gift categories

- Under \$10 appreciation note
- Under \$25 individual gift
- Group gift card
- Classroom supply gift
- Teacher appreciation week plan

## Parent message - group gift

Hi everyone, we are organizing an optional class gift for [teacher name]. If you would like to contribute, please send [amount or any amount] by [date]. Participation is completely optional. We will use the contributions for [gift idea] and include a class note.

## Parent message - thank-you

Thank you to everyone who contributed to the class gift. We were able to get [gift] for [teacher name]. I appreciate everyone helping make it easy and thoughtful.

## Gift tracker

Task	Owner	Due date	Status
Choose gift direction			
Send contribution message			
Collect contributions			
Buy gift			
Prepare card or note			

Task	Owner	Due date	Status
Send thank-you update			

ClassMoms.com - starter template. Edit for your school, grade, teacher, and district rules.